

THE COMMONWEALTH OF MASSACHUSETTS

*EXECUTIVE OFFICE OF ENERGY AND*

*ENVIRONMENTAL AFFAIRS*

*Department of Agricultural Resources*

**State Reclamation and  
Mosquito Control Board**

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Boston, MA 02114-2151



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### Employee Time Off Policy

To: All Mosquito Control Commissions and Projects

From: State Reclamation and Mosquito Control Board

Date: May 28, 2008

RE: Employee Time Off

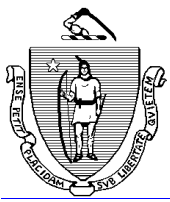
The State Reclamation and Mosquito Control Board (SRMCB) approves this policy effective May 28, 2008 directing that the Commonwealth's listing of Legal Holidays (below) supersedes all statewide Mosquito Control Commission holiday/time off policies and/or practices and must be implemented accordingly.

Employees that take other days off must use paid leave time off (i.e. vacation time, personal time, pre-approved compensatory time, etc.) or unpaid leave.

The listing of current Legal Holiday Calendar for 2008, 2009, and 2010 given to state employees and published by the Human Resources Division (HRD) for the Commonwealth of Massachusetts is available and may be downloaded at HRD's web site at [www.mass.gov](http://www.mass.gov) and search Legal Holiday Calendar along with further information relative to holidays that fall on Saturdays or Sundays.

Questions or further assistance can be answered by contacting Alisha Bouchard, the Projects Administrator at 617) 626-1715 or email [abouchard@state.ma.us](mailto:abouchard@state.ma.us).

-Turn over-



THE COMMONWEALTH OF MASSACHUSETTS  
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PAUL DIETL  
Chief Human Resources Officer

TO: Cabinet Secretaries, Division Directors, Agency Heads, Human Resources Directors, Labor Relations, Payroll and Budget Directors

FROM: Paul Dietl, Chief Human Resources Officer

DATE: April 7, 2008

RE: **Legal Holidays in the Commonwealth of Massachusetts**

Under the date of June 6, 2006, a list of legal holidays and the schedule of dates when they will be observed as set forth in Chapter 4, Section 7; Clause Eighteen was forwarded to you for calendar years 2006, 2007, and 2008. The following is a list of legal holidays and the dates on which they will be observed for calendar years 2008, 2009, and 2010.

<b><u>Legal Holidays</u></b>	<b><u>2008</u></b>	<b><u>2009</u></b>	<b><u>2010</u></b>
New Year's Day	January 1	January 1	January 1
Martin Luther King Day	January 21	January 19	January 18
President's Day	February 18	February 16	February 15
Evacuation Day (Suffolk County)	March 17	March 17	March 17
Patriots' Day	April 21	April 20	April 19
Memorial Day	May 26	May 25	May 31
Bunker Hill Day (Suffolk County)	June 17	June 17	June 17
Independence Day	July 4	July 4*	July 4**
Labor Day	September 1	September 7	September 6
Columbus Day	October 13	October 12	October 11
Veterans' Day	November 11	November 11	November 11
Thanksgiving Day	November 27	November 26	November 25
Christmas Day	December 25	December 25	December 25*

\* Under the provisions of Chapter 4, Section 7, Clause Eighteen, legal holidays that fall on a Saturday shall be observed on that day. All offices under the jurisdiction of any department of state government shall be open to the public for business on the Friday preceding any Saturday holiday. However, as many employees as possible should be given that Friday off. Employees assigned to work shall be given an additional day off as the law and applicable collective bargaining agreements allow. Whenever possible, the following Monday shall be used as the alternative day off.

Chapter 30, Section 24A provides for the action to be taken in the case of persons employed by the Commonwealth when any legal holiday falls on a Saturday. In addition, Section 11 of the management and confidential employee rules governing paid leave and other benefits and Collective Bargaining Agreements currently in effect cover this subject.

\*\*A legal holiday shall be observed on the day following when said holiday should occur on Sunday (Chapter 4, Section 7, Clause Eighteen).